



# Office of the City Clerk

Weekly Report – for Week Ending December 2, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Staff has reviewed the petitions of 20 potential candidates for the 2017 Municipal, LAUSD and LACCD Elections. Of those, 16 have been sufficient, 2 have been found insufficient and 2 continue to be reviewed. The last day for candidates to file their nominating petitions is December 7, 2016.

On December 2, Council approved a resolution to consolidate the City's Primary Nominating Election and the City's Special Election for four ballot measures to be held on March 7, 2017 with a possible Countywide Election to be held on the same day. Council also approved ballot designations for the four measures.

Systems staff is preparing the recruiting maps for the Poll Worker recruiting section. The maps are used to help the recruiters identify polling place locations in relation to poll workers home/workplaces for convenient assignments. The online map is linked to County historical recruiting data and allows recruiters an extra tool in finding and placing workers when the currently listed pool of available workers is exhausted.

To date, 1,004 polls (or 75% of all polls within the City) have been recruited for the 2017 March Primary Nominating Election.

### Council and Public Services

The fourth and final electronic speaker card kiosk was installed this week outside of Council Chambers. The new system has worked to extremely well for the first two weeks of Council meetings.

### Business Improvement Districts

On November 29, 2016, staff interviewed respondents to the Public Information Campaign Request for Proposal.

Staff reviewed a new MOU with LADWP for funds for the business improvement district and forwarded to the City Attorney for review on November 30, 2016.

Staff reviewed renewal documents with the Consultant for the Figueroa Corridor Business Improvement District on November 30, 2016.

### Records Management

A student researched the City Council's activity related to the internment of Japanese Americans during World War II. A researcher reviewed the history of the Pico Heights Neighborhood.



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## **Systems**

Staff started working with the Information Technology Agency to develop a new internet portal for the Neighborhood Council Funding section. The new webpage will be a subset of the City Clerk main webpage. NC funding information will be available and posted on this site starting January.

## **Neighborhood Council Funding Program –**

Staff welcomed the new NC Funding Program's Senior Project Coordinator who is in the process of conducting one on one meetings with the line staff and supervisors in order to understand their current roles and responsibilities, and make needed adjustments as we determined a strategic direction for the funding program.

The Office of the City Clerk continues to work collaboratively with Neighborhood Empowerment's staff to collect any outstanding NC budgets and to pay recurring expenses for groups in Exhaustive Efforts as per DONE guidelines. There are currently 8 groups whose funds are frozen.

On the audit side, staff will be conducting more thorough reviews of neighborhood councils' financial activity, which moves the current audit numbers to a total of 6.